

Job Type: Code Enforcer Officer Part-Time Position

Employment Type: Part-Time – City Hall – 20 Hours per week – Day, Evenings, Weekend Required

Education: High School Diploma

Experience: Preferred but not required

Reports to City Clerk

JOB DESCRIPTION/RESPONSIBILITY

Under general supervision of the City Clerk, performs a variety of duties in support of Shively's/Jefferson County local code enforcement program; monitors and enforces a variety of ordinances, codes, and regulations related to zoning, land use, nuisances, building codes, safety, blight, graffiti and other matters of citizen concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public and other Shively departments.

The following duties are examples performed by the Code Enforcement Officer:

1. Perform a variety of field and office work in support of Shively's/Jefferson County local code enforcement; enforce compliance with Shively regulations and ordinances including those pertaining to , land use, nuisance housing, building codes, health and safety, blight, graffiti, and other matters of public concern.
2. Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and municipal codes and ordinances; conduct investigations and provide recommendations proper for nuisance.
3. Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices, notices of violation, corrective notices, orders to comply and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, to ensure compliance with ordinances.
4. Prepare evidence in support of legal actions taken by Shively's Code Board; appear in Code Board Court as necessary; testify in hearing proceedings as required.
5. Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; take photographs.
6. Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
7. Oversee assigned area in a City vehicle to identify and evaluate problem areas and/or ordinance violations; determine proper method to resolve violations.
8. Attend meetings as needed to serve as a resource to other City departments, divisions, the general public and outside agencies in the enforcement of zoning regulations; provide research and documentation for meetings; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners and other interested groups in the field, over the counter, and on the telephone.
9. Operate computer to enter, process and acquire information relative to complaints, inspection sites and effective code enforcement; research complaints.
10. Participate in supervising the work of community service workers or volunteers engaged in community clean-up and/or city events; determine locations and type of work to be performed.
11. Perform related duties as required.

QUALIFICATIONS: The following describes the knowledge and ability needed to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of: Operations, services and activities of a municipal code compliance program. Pertinent codes, ordinances, laws and regulations pertaining to zoning, nuisances, property maintenance, building and related areas. Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations with proper documentations. Effective public relations skills, work independently perform a full range of municipal code enforcement and compliance duties. Interpret and apply applicable codes, ordinances and regulations related to zoning and nuisances. Inspect and identify violations of applicable codes and ordinances. Enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency. Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner. Investigate complaints and mediate resolutions in a timely and tactful manner. Prepare accurate and detailed documentation of investigation findings. Maintain complex logs, records and files. Understand and follow oral and written instructions. Type and enter data accurately at a speed necessary for successful job performance. Communicate clearly and concisely, both orally and written. Establish and maintain effective working relationships with those contacted in the course of work.

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